



# TOWN OF TYNGSBOROUGH

Office of the Selectmen

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## Selectmen's Meeting Minutes

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Monday January 29, 2007

6:00 P.M.

Town Offices

Members present: Selectman Jay Booth, Selectman Kevin O'Connor, Selectwoman Jacqueline Schnackertz, Selectman Rich Lemoine and Selectwoman Karyn Puleo.

Staff present: Town Administrator Rosemary Cashman and Admin Assistant Therese Gay.

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The Board was introduced and the agenda read. The Finance Committee joins the Board in the budget discussions. The Members present were John Griffin, Colleen Gabriel, and Al Plante.

### 1. 6:00 P.M. Budget Review

The Board invited the Finance Committee and Town Department Managers and Town Committee Chairman to the meeting this evening to start discussions on the budget requests for FY 08. The budgets presented reflected the restored hours and the restoration of stipends. The Accountant has increased her budget to allow for conferences she will need to attend. The Recreation Director is looking for either additional hours or a part time clerk. The Recreation Department has increased its programs and with the additional fields the work has doubled. The Treasurer has allowed for the step increase for the assistant, additional monies for debt service and for the increasing health insurance cost. The Town Collector's budget reflects the restored hours and he has placed additional monies for software upgrades. The Town clerk has included the restored hours and follows the mid manager's contract guidelines for a raise. She has increased the salaries for the poll workers. The Town Clerk touched briefly on the possibility of purchasing new voting booths for precinct three, and there is a good chance that she may be able to reduce her budget by \$10,000. The Conservation Commission's budget is level funded. The Commissioners are asking that their stipends be restored. There was some discussion on the need to increase the professional services line because there is no Director on board at this time and the Commission may need to contract out services for inspections. The Veterans Agent's budget is the same as the previous year; the only changes as the restored hours and the increase to the Benefit Services line. The Town receives a 75% reimbursement from the State. The Agent however did mention that with the Town's growing population the Town will have to consider increasing the Agent's hours to a full-time position. The Building Department is looking to restore the hours and will be looking into increasing the hours for the plumbing and electrical inspectors. The Board of Health is asking for the hours to be restored and the members' stipend to be restored. A question was asked about the Engineering firms the Board uses. The Administrator explained the Board hires two firms. One engineering firm is for Septic System design review and inspection and the other firm is for restaurant inspections.

Fees are charged to help pay for the engineering service. The good news is that the solid waste is down due to the residents recycling more. The Board will be offering a health fair every other year and will attempt to offer more educational programs.

A motion was made by Selectwoman Schnackertz to recess for 10 minutes, second by Selectman Booth. The Board voted unanimously to recess.

A motion was made by Selectman Lemoine to reconvene the meeting, second by Selectwoman Schnackertz. The Board voted unanimously to reconvene.

The Library Trustees with the Director were present to review their budget and to answer any questions the Board may have. The Trustees are requesting that the reduced hours be reinstated. The Library belongs to a consortium and is sharing a network. The Library received a waiver from the State for the FY 07 budget. The Fire Chief and a Board of Engineer Member were present to present their budget. The department would like to add one more firefighter to the payroll to cover the weekends, replace engine 1 due to state standard changes. They have submitted a request for turnout gear and SCBA equipment to replace the old equipment. They have submitted items for the Capital Asset budget. The department has asked that at a future meeting the Boards meet to discuss ambulance service. The Board thanked everyone for attending this evening to discuss budgets and for their efforts in keeping costs down wherever possible.

## 2. Other Business (if necessary)

### A. Approval of Short Term Note for the Elementary School Project

The Board needs to approve some short-term borrowing for the Elementary School Building Project. The borrowing was approved at the Special Town Meeting on October 10, 2006.

A motion was made by Selectman Lemoine to approve the short-term borrowing for the Elementary School Project Bond Anticipation Notes in the amount of \$150,000 dated February 7, 2007 and payable on August 17, 2007 to Eastern Bank at 3.85% interest rate, second by Selectman Booth. The Board voted unanimously to approve the short term borrowing.

## 3. Executive Session (If Necessary)

A motion was made by Selectman Booth to enter into Executive Session to discuss litigation strategies and to exit the executive session to enter into a work session, second by Selectwoman Schnackertz.

Roll Call Vote: Selectman Jay Booth, yes; Selectman Kevin O'Connor, yes; Selectwoman Jacqueline Schnackertz, yes; Selectman Rich Lemoine, yes and Selectwoman Karyn Puleo yes.

The Selectmen discussed the settlement of the Swan Pond litigation.

A motion was made by Selectwoman Schnackertz to settle the agreement as presented by Special Counsel, second by Selectman O'Connor.

Roll Call Vote: Selectman Jay Booth, yes; Selectman Kevin O'Connor, yes; Selectwoman Jacqueline Schnackertz, yes; Selectman Rich Lemoine, yes and Selectwoman Karyn Puleo yes.

A motion was made by Selectman Booth to exit the Executive Session and to enter into a work session, and to exit the work session to adjourn, second by Selectwoman Schnackertz.

Roll Call Vote: Selectman Jay Booth, yes; Selectman Kevin O'Connor, yes; Selectwoman Jacqueline Schnackertz, yes; Selectman Rich Lemoine, yes and Selectwoman Karyn Puleo yes.

#### 4. Work Session (If Necessary)

The Board entered into the work session to discuss the request received from the Council on Aging Committee members for a full time van driver. The part-time positions have not worked out. The Selectmen agreed that there would be 1 van driver who works approximately 25 hours per week. Benefits would be provided for the position. The cost for salary and benefits must be covered by a grant and other revenues received by COA.

#### 5. Adjournment

A motion was made by Selectman O'Connor to adjourn the meeting, second by Selectwoman Schnackertz. The Board voted unanimously to adjourn the meeting at 8:44 p.m..

Respectfully submitted by

Therese Gay  
Admin Assistant

Approved on \_\_\_\_\_